

HUMAN SUBJECT TRAINING REQUIREMENTS FOR MIRECC STAFF

The University of Maryland, Baltimore and the Veteran's Health Administration are committed to upholding the highest standards of human research subject protection. Therefore, we require that all staff who will work with research subjects or data complete the human subjects training required by the University of Maryland Office for Research Subjects and the VA Research Services Department before being allowed to interact with research participants or utilize data.

When you have completed an on-line course, please give the completion certificate to your supervisor. In addition, please fax or send a hard copy of the completion certificate to Mary Lupi in the MIRECC (fax # 410-605-7739 or send to: MIRECC, Suite 6A-166, Baltimore VAMC).

Please note that there are two websites that must be accessed from the VA Medical Center. If you do not have access to a VA computer, please see Mary Lupi in the MIRECC suite (room 6A-166; x 7456).

1. Human Subjects Protection Annual Training (update annually)

CITI training from University of Miami www.citiprogram.org

Please note - The "Basic Modules" are required to be completed prior to completing the "Refresher/Continuing Education" modules. The refresher/continuing education modules will be utilized in the future for ongoing education. If you complete the continuing education modules first, you will NOT receive credit for completing the CITI training and will be required to complete the basic modules. The link to the CITI training home page can be found at <http://www.citiprogram.org/> or you can access the CITI training through the HRPO website at <http://medschool.umaryland.edu/orags/hrpo/> under Education & Required Training. Detailed instructions regarding the CITI Training requirements for UMB researchers can be found on both websites.

2. Good Clinical Practices Training (update annually)

To access training: <https://www.ees-learning.net>

If this is the first time you have accessed the web-based learning system, you will need to assign yourself a username and password. Choose something you will remember like:

Username: Jsmith and Password: 1234. Then you will see:
Welcome to LIBRIX Performance Management System
Click on Login
Put in the username and password you just created.
Go to My Catalog (left hand side of screen).
Go to Search – Resource Index.

click on "O" for Overview of Good Clinical Practice & Human Subject Protection.
Click on Sign Me Up

Click on Contents

Click on Course Reminders for directions.

Start training. You do not have to complete training all at once.

Remember to send certificate to Mary Lupi at Mary.Lupi@med.va.gov

Or Fax 410-605-7456.

3. HIPPA 101 Training (**one time training**)

http://medschool.umaryland.edu/issupport/hipaa/acct_request.asp After filling out the form found at this web address, the School of Medicine Help Desk will e-mail you a login, password and instructions on how to access the HIPAA 101 training, approximately 6 -12 hours later.

Please forward email to Mary.Lupi@med.va.gov indicating the date that you completed HIPPA 101 training.

4. HIPPA 201 TRAINING – **FOR ALL INVESTIGATORS (one time training)**

<http://medschool.umaryland.edu/orags/hrpo/hipaa.asp>. (IRB web-site)

5. Privacy Training* (**update annually**)

<http://www.vhaprivacytraining.net>

6. VA Cyber Security Training* (**update annually**)

This training can only be accessed using VA Intranet on VA computers)

<http://vaww.vamhcs.med.va.gov> (and click on VA IT Security Training)